

# Florida Department of Transportation



**User Guide (Internal)**

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**MOT Form 700-50-62**

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Document Control

Version	Change	Made By	Date
0.1	FDOT Logo	Ashley Anderson	6/6/2017
0.2	Automatic Date Fields	Ashley Anderson	8/31/2017
0.3	Digital Signing with Excel 2013	Ashley Anderson	11/6/2017
0.4	Digital Signing with Excel	Ashley Anderson	11/30/2017

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## Introduction

Welcome to the **MOT Form 700-050-62**. The purpose of this document is to provide guidance on how to properly use the Excel form.

## Accessing the Form

**Note:** This form can be retrieved using three different paths:

- The first option is from the CARS [Construction Forms](#) application. The Construction Forms application can be accessed from the Construction internal website by users with Department credentials. The Project Administrator should email the project specific forms to the Contractor and send to the Project Solve (PSSP) site for use by project staff directly from the Construction Forms application.

**FDOT** Prefilled Construction Forms

Home Forms Help

### Construction Forms

Enter Contract

Send To:  
☒ Me ☐ Site

Select All: ☐

<input type="checkbox"/> Certification and Request for Stockpiled Materials 700-010-42	<input type="checkbox"/> Certification Disbursement of Previous Periodic Payment to Subcontractors 700-010-38
<input type="checkbox"/> Certification of Sublet Work 700-010-36	<input type="checkbox"/> Construction Compliance with Specifications and Plans 700-020-02
<input type="checkbox"/> Contingency Supplemental Agreement 700-010-79	
<input type="checkbox"/> Contract Certification Preparation of The Stormwater Pollution Prevention Plan and Documents Associated With The NPDES Generic Permit For Stormwater Discharges from Large and Small Construction Activities 650-040-05	
<input type="checkbox"/> Contractor/Subcontractor Certification NPDES Generic Permit For Stormwater Discharges from Large and Small Construction Activities 650-040-07	
<input type="checkbox"/> Contractor's Affidavit and Surety Consent (Form 21-A) 700-050-21	<input type="checkbox"/> Contractor's Affidavit, Vehicle Registration 700-010-52
<input type="checkbox"/> Contractor's Time Extension Request 700-010-56	
<input type="checkbox"/> Controlling Item of Work 700-010-15	<input type="checkbox"/> Disposition of Defective Materials 700-011-01
<input type="checkbox"/> Drilled Shaft Log 700-010-84	<input type="checkbox"/> Earthwork Survey / Cross Sections Waiver 700-050-35
<input type="checkbox"/> Engineers Maintenance of Traffic (MOT) Evaluation at Crash Site 700-010-64	<input type="checkbox"/> Engineers Weekly Summary 700-010-14
<input type="checkbox"/> FHWA Approval - Major and Minor Construction Changes 700-010-47	
<input type="checkbox"/> Final Inspection and Acceptance of Federal-Aid Project 700-010-32	<input type="checkbox"/> Final Interest Payment Log 700-050-26
<input type="checkbox"/> Final Plans and Estimates Transmittal 700-050-20	
<input type="checkbox"/> Maintenance of Traffic 700-050-62	<input type="checkbox"/> Notice of Rental Agreement 700-010-11
<input type="checkbox"/> Notice of Utility Construction Work 700-010-48	<input type="checkbox"/> Permit Transmittal Memorandum 650-040-01
<input type="checkbox"/> Stormwater Pollution Prevention Plan Construction Inspection Report 650-040-03	<input type="checkbox"/> Supplemental Agreement 700-010-45
<input type="checkbox"/> Unilateral Payment 700-010-05	<input type="checkbox"/> Work Order 700-010-80


Create Form

- The second option is on the [Forms and Procedures website](#), which provides a direct link to the Construction Site Source website (see below).

700-050-62	Contractors Cert of Quantities - (MOT - Signs, etc.)	02/2013	Construction		<a href="#">Link</a>
700-050-62A	Contractors Cert of Quantities - (MOT - Signs, etc) Continuation	02/2013	Construction		<a href="#">Link</a>

- The third option is directly from the [Construction Site Source website](#) (see below). Click on the form number to open the Excel file.

Contractors Certification of Quantities ( <b>MOT, Signs</b> )	<b>700-050-62</b>	Per CPAM 5.14.5, use Form 700-050-62 in the Construction Automated Reporting System (CARS) on the Construction Intranet website under "Construction Forms"
Contractors Certification of Quantities ( <b>Continuation</b> )	<b>700-050-62a</b>	



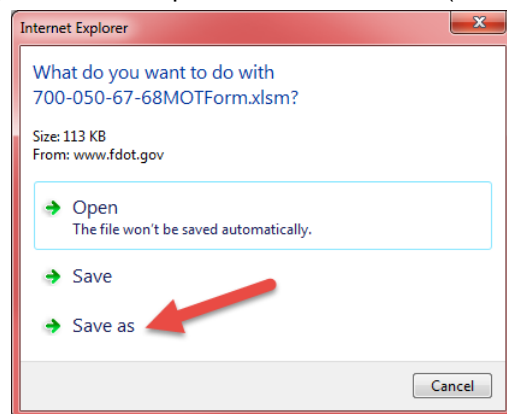
## Opening the form

Before the form file will open, a window will appear prompting the user to: Open, Save, or Save As (see window below).

If *Open* is selected, the form will open from the website as an Excel file.

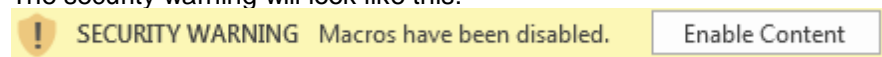
If *Save* is selected, the form will save to a default location determined by the user's computer and typically unknown to the user. It is not recommended that this be selected. If it is option chosen, please note where the computer saves it.

If *Save As* is selected, the form will be saved to a location specially chosen by the user. **This is the preferred choice** and will be beneficial when the file is exported (as discussed later in the instructions).

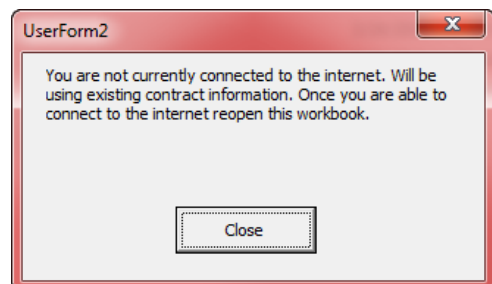


Once the Excel file is opened, a prompt to enable editing and/or enable content may appear. In order to use this form editing and enable content must be enabled. If asked to trust a process, choose "Yes".

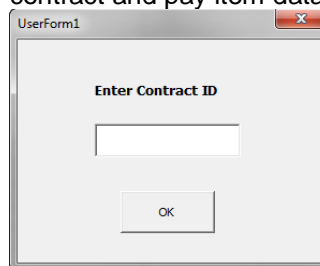
The security warning will look like this:



The form will check for an internet connection. If no connection is found, a notice to that effect will appear on the screen.



If connected to the internet, the form will prompt to provide a valid Contract ID, then the form will obtain contract and pay item data from the FDOT servers.

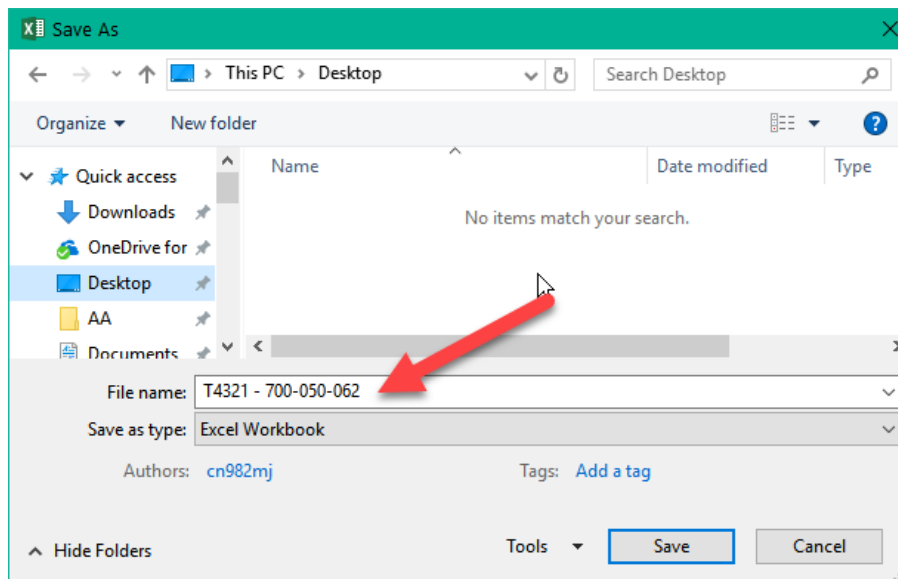


## Menu

The Menu worksheet tab at the bottom of the form allows for adding digital signatures, turning off grid lines, and creating the form prior to submitting to FDOT.

### Creating a Form

Select the Create Form button on the Main Menu. A window will appear prompting the user to Save the file. The form will automatically name the file with the Contract ID. Select the file location, then select Save.

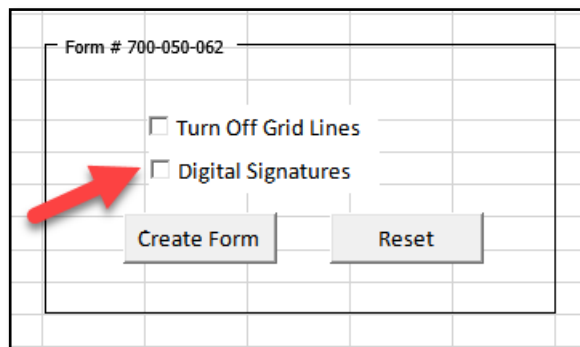


Enter the Certification No, State Road No, the Period Represented by Certification dates, and the quantities for each pay item installed for the estimate period.

### Digital Signature

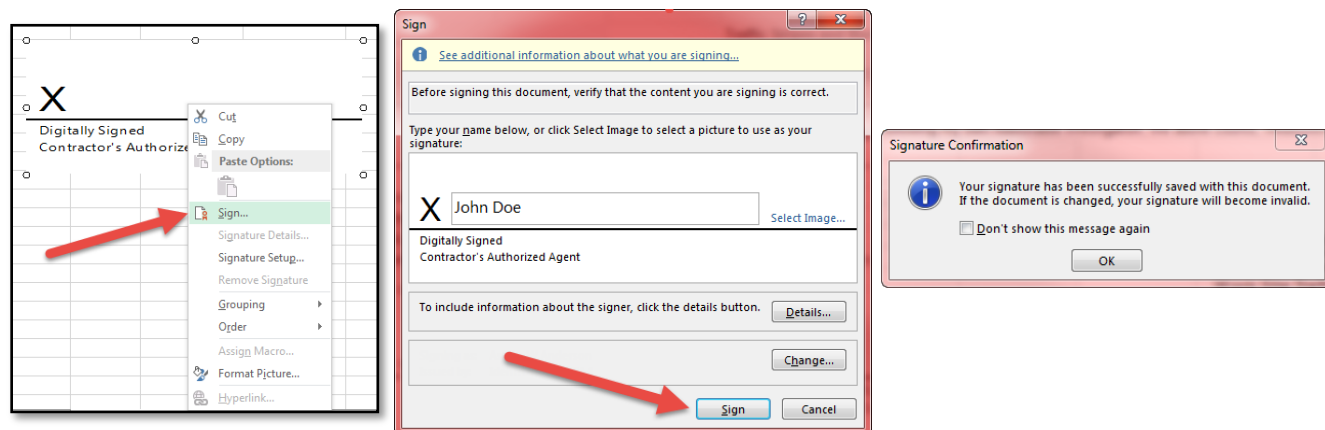
The use of digital signatures is supported by selecting the check box in the Main Menu. (Unchecking this check box will remove the digital signatures blocks and insert the standard signature block.)

NOTE: Digital signatures are **required** for use on projects let July 2016 and after. The digitally signed Excel file shall be submitted to FDOT. Do not print a digitally signed file and submit as a PDF.



To add a digital signature to a form:

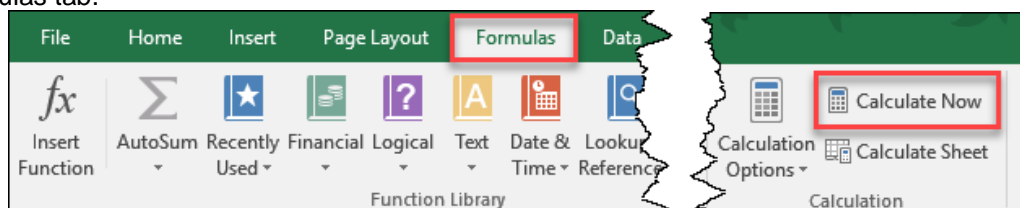
1. Open the file to be digitally signed.
2. On the last sheet, right-click on the "Digital Signature" box and select "Sign"
3. Enter your name in the text box and select "Sign". Accept the Signature Confirmation prompt by selecting "OK".



**NOTE: When digital signatures are applied, only submit the form electronically in excel (.xlsx) format. Do not print to PDF or scan to PDF.**

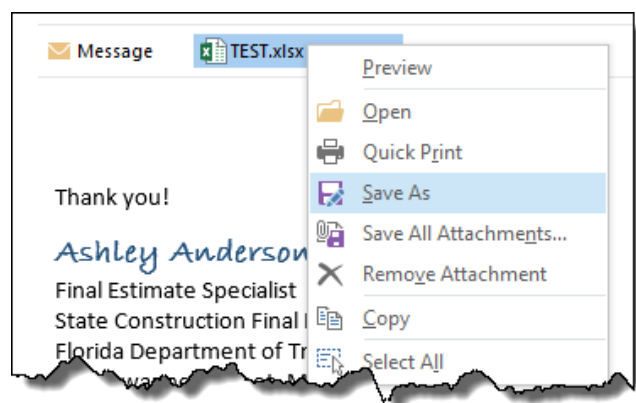
### Digital Signing with Excel

To produce a valid digital signature, prior to applying your digital signature in Excel, click Calculate Now on the Formulas tab.

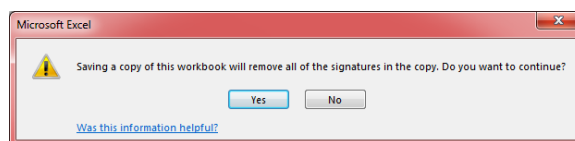


### Saving a Signed File from Email

To obtain multiple signatures on the form, it is likely the form will be emailed from user to user. Right-click on the attachment and select "Save As" or "Save All Attachments".



**NOTE: Do not double click to open and save the file. The digital signatures will be removed.**



### Additional Digital Signature Information

Additional guidance on digital signatures, how to obtain them from providers and how to properly use them can be accessed on FDOT's Construction website at:

<http://www.fdot.gov/construction/eConstruction/DigitalSignatures.shtm>

### Reset

The "Reset" button on the 'Menu' tab will reset the workbook to the default state. It will prompt the user for a new Contract ID to repeat the process.

## Turn Off Grid Lines

The "Turn Off Grid Lines" button on the 'Menu' tab will remove the grid lines from the view for a cleaner look if desired.

Without Grid Lines:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

With Grid Lines:

	A	B	C	D	E	F	G	H	I	J
1										
2										
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4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

## Automatic Date Fields

When the *FROM: (MO/DY/YR)* and *TO: (MO/DY/YR)* fields are entered, the *DAY OF THE MONTH* column will automatically populate.

FROM: (MO/DY/YR)	07/17/17	TO: (MO/DY/YR)	08/20/17
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DAY
OF THE
MONTH
7/17
7/18
7/19
7/20
7/21
7/22
7/23
7/24
7/25
7/26
7/27